



JOB ANNOUNCEMENT
Open to the Public
OPEN DATE: July 7, 2021
CLOSE DATE: Open Until Filled

JOB TITLE: Accounting Supervisor

APPOINTMENT: Full-time

MINIMUM PAY RATE: \$19.17 (based on experience & education)

DEPARTMENT: Utilities

DIVISION: Customer Service/Utilities

SUMMARY

Performs under the general supervision of the Customer Services Manager and the Utilities Director. Supervises cashiers, purchasing and warehouse area staff and other employees as assigned. Performs specialized and complex professional accounting for the City's Utilities Division involving accounting, cost accounting, project accounting, budgeting, cash receipts and special studies related to these operations.

DUTIES AND RESPONSIBILITIES

- Prepares, monitors, amends, and reports on Utility budget and expenditures.
- Assists in the presentation of the Utilities Division budgets.
- Prepares financial reports and monitors capital improvement projects budgets.
- Develops state and federal grant financial reports based on grant requirements.
- Conducts audits of funds or accounts and assists the auditors conducting audits of programs and financial records.
- Facilitates preparation for Request for Bids, Request for Proposals, and Contracts.
- Assists in communicating and resolving discrepancies in utility administrative and Utilities Division revenues, expenditure, accounts receivable, and accounts payable.
- Conducts rate studies and the determination of service charges and rate changes.
- Assists with and communicates regularly with city finance director in the posting/monitoring of revenues and expenditures, accounts receivable, accounts payable, interest, or other related entries.
- Develops computer programs for the purposes or providing informative reports and analyzes for the purpose of informing utility staff.
- Coordinates with the Finance Director and Utility Director to develop responses to audit findings and implement corrective actions.
- Supervises utility administrative staff to ensure professional, accurate, and reliable performance of all subordinates within utilities administration.
- Works with, plans and provides leadership to ensure professional and courteous office setting and performance.
- Develops and informs subordinates of performance, goals and office training opportunities necessary to ensure quality and productive work.
- Reviews and evaluates performance and provides feedback on performance to subordinates regularly and imposes progressive disciplinary measures when required.
- Performs other duties as assigned.

MINIMUM JOB QUALIFICATIONS

- Three (3) years' experience in governmental accounting and budgeting.
- Associate Degree in accounting, finance or closely related field.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in accounting, finance or closely related field
- Experience in accounting in the area of utilities.
- Experience using computerized accounting systems.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain an insurable New Mexico Class D Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to provide a high level of customer service.
- Must have ability to demonstrate interpersonal skills and tact with other organizations, department directors, employees and general public.
- Ability to effectively supervise staff (e.g. problem solving, planning, delegation and training).
- Ability to maintain confidentiality.
- Knowledge of budget preparation and fiscal management.
- Ability to communicate effectively, both orally and in writing.
- Ability to display a keen attention to detail.
- Ability to understand and interpret technical materials related to the accounting and finance functions.
- Knowledge of accounting practices set forth in G.A.F.F.R.
- Knowledge and skill in using computer systems and software such as Microsoft Word and Excel, word processing, on-line databases, spreadsheets, e-mail and internet.
- Knowledge in the application of accounting principles to accounting transactions.
- Knowledge of the state of New Mexico procurement policies and regulations.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed in a typical interior/office work environment.
- Repetitive hand motion and prolonged use of computer.
- Sitting for extended periods of time.
- No or very limited physical effort required.
- Some travel or field work may be required.
- Occasionally, evening and weekend work may be required in order to meet deadlines.

APPLICATION PROCEDURE – Interested applicants must submit a 1) Cover Letter, 2) Resume, and a 3) City of Las Vegas Employment Application.

The employment application is available at:

http://lasvegasnm.gov/departments/human_resource_department

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov